ATTENDANCE

Faculty and staff who are on 12-month contract have attendance requirements stated in the appropriate personnel handbooks for the University. In general, the Director should be notified of necessary absence, and arrangements should be made to cover clinical responsibilities or clerical responsibilities. Clinical staff on 9-month contract should notify the Director of a necessary absence and make arrangements to cover clinical duties.

**Students are required to attend all of their scheduled sessions or days. Failure to comply with the attendance rule may result in an unsatisfactory grade in clinic.** Off-campus student clinicians should obtain permission from their clinical educator(s) and the Clinic Director if a necessary absence requires canceling a therapy or diagnostic session. **Students with on-campus clinical assignments should check with the clinical educator in charge of the case. Students may be asked for documentation concerning any missed clinical time.** Any such missed sessions may require a make-up session at a time convenient to all parties during the term in which the absence occurs. Substitution by another student clinician is permitted if approved in advance by the clinical educator in charge of the case.

**Students are allowed at least 2 days per academic year for religious observances.** If a student needs to miss a day for religious observances, please notify the Clinic Director at the beginning of the semester so that arrangements can be made with the clinical educator(s). Students are encouraged to make up any days missed due to religious observances.